

PEQUANNOCK TOWNSHIP SCHOOL DISTRICT FUNDRAISER APPLICATION

**Instructions:** This form shall be used for fundraising activities. Before any activity is begun, the Principal *must sign* this form authorizing the organization to proceed with the project. Where a school organization wishes to solicit funds in school, this form must be signed by the Principal. If a school organization is fundraising outside of school, this form must be signed by the appropriate school principal. If a student wishes to solicit funds from fellow students on behalf of a non-school organization, the form is to be signed by the appropriate school principal. By signing this form the Principal and sponsor acknowledges they are familiar with all the school District's policies regarding the sale of merchandise and/or food products\*\*. The organization and/or club is responsible to collect sales tax and accept any and all liability related to this fundraiser. Also, within **ten** school days of the completion, the sponsor will submit an operating report to bookkeeper or secretary. Failure to turn in a completed operating report may affect approval of future fundraiser(s).

|  | Campus:                                     |                         |
|--|---|-------------------------|
| Club name:   | Fundraiser:                                 |                         |
| # Sponsors involved: #   | Students involved: Location:                |                         |
| Supervisor:  |   |                         |
| Explain fundraising procedures:  |   |                         |
|  |   |                         |
| Explain how funds will be used to benefit stu                          | idents/school:                              |                         |
| Sype of fundraiser: Catalog Sale Sir                                   | gle item sale 🗌 Concessions 🔲 Gamin         | ng Other                |
| *List Food items to be sold:   |   |                         |
| Date(s)/time(s) of fundraiser:   |   | xable? 🗌 Yes 🔲 No       |
| If taxable, will this sale count as one of th                          | e two tax-free sale days? $\Box$ Yes $\Box$ | No Date:                |
| s this your $1^{st}$ or $2^{nd}$ tax-free sale? $1^{st}$               | 2 <sup>nd</sup> Estimated Gross: Esti       | mated Net:              |
| /endor Name:   | Vendor Representative:                      |                         |
| endor address:   |   |                         |
|  |   |                         |
| Vendor telephone number:   |   |                         |
|  |   | uidelines and reporting |
|  |   | uidelines and reporting |
| Vendor telephone number:<br>By signing I acknowledge I will comply<br> | y with student activity procedures, g       |                         |